

STATE OF MISSOURI  
INFORMATION TECHNOLOGY ADVISORY BOARD  
MEETING MINUTES  
July 27, 2005

**MEMBERS IN ATTENDANCE:**

Jim Roggero, Chair	Cliff Gronauer	Carl Medley	Chris Wilkerson
Augie Buechter	Russell Helm	Bob Meinhardt	Mary Willingham
Harold Burnette	Gina Hodge	Mike Miller	Paul Wright
Chip Byers	Diana James	Ray Pope	
Debi Drewel	Elena Jobe	Cathy Reinkemeyer	
Tim Dwyer	Ryan Lanclos	Cindy Renick	
Jeff Falter	Don Lloyd	Alan Spears	
Richard Gerling	Jim Lundsted	Mike Wankum	

**MEMBERS NOT IN ATTENDANCE:**

Steve Adams	Steve Earney	Gary Lyndaker	Dan Ross
Jon Beck	Stacy Gillmore	Mark Mabe	Joanie Schwartz
Greg Burris	Rob Gourley	J. Rick Mihalevich	Steve Siegler
Ralph Caruso	George Hagedorn	Paul Monda	Tony Spicci
Todd Craig	Don Krueger	Amy Niedergerke	Debbie Tedeschi
David Crain	Gretchen Lockett	Scott Peters	Scott Willett
Jill Drennen	Theresa Luebbering	Jon Rickman	Doug Young

Jim Roggero called the meeting to order at 8:30am.

**PRESENTATIONS/DISCUSSION ITEMS**

1. Jim Roggero spoke of the passing of Dan Steidley. Everyone was very saddened by this news and Dan will be greatly missed.
2. Paul Wright introduced Dr. Keith Mathis, from the Mathis Group, who gave a presentation on the Project Management Training program and certification process. Dr. Mathis then fielded questions and had discussion on topics such as what individuals are up against, once they have completed the course. It was discussed that it is hard for individuals to go back to their positions and use what they have learned. It was stated that, because of this, it is important to get senior level executives informed about the importance of Project Management.
3. Bob Meinhardt was introduced and then gave a presentation on the Architecture Process and Methodology. Bob outlined important topics such as a goal timeline, why it is important and where do we go from here, challenges, and does consolidation change everything. Bob then stated that the goal of statewide architecture is to enhance coordination, simplify integration, build a consistent infrastructure and generally allow greater efficiencies in the development of technology solutions. Bob further stated that the architecture has produced 8 domains, 19 disciplines, 15 technology areas, 456 compliance or product components, and numerous documents in draft. The following domains were identified with introduction of the chairman, who then gave a brief overview of their work, what they are hoping to accomplish, and named their respective members: Security Domain (Chair-R.D. Porter), Application Domain (Chair-Pat Brooks), Information Domain (Chair-Tim Haithcoat), Infrastructure Domain (Chair-Mike Schweiss), Interoperability Domain (Chair-Charles Williams), Privacy Domain (Chair-Ed Meyers), Interface Domain (Chair-Larry Murphy), Systems Management Domain (Chair-Ron Thomas). Chris Wilkerson asked how electronic signatures and online payments were going to be supported, and how they fit into the architecture. It was stated that those are areas that need to be addressed. It was then stated that electronic signatures have been addressed in the Security Domain. Bob stated he would take both these topics back to the Architecture Review Committee for discussion.

**ACTION ITEMS**

1. Approval of the June 29, 2005, Information Technology Advisory Board Meeting Minutes – Minutes from the June 29 meeting were presented for approval. Cliff Gronauer made a motion to approved the minutes. The motion was seconded and the minutes were approved unanimously.

2. Action Items From Last Meeting –

- The Mentoring Committee (Tim Dwyer, Jim Roggero, and Jan Grecian) met and decided the IT consolidation will affect how they will proceed. They decided to wait a couple of months before moving forward.
- It was asked if the distribution list for the auditor questions had gone out. The consensus was that it had. Jim Roggero was going to confirm after the meeting.
- Security Committee – It was reiterated that everyone needs to have a representative on the Security Committee.

**GENERAL BUSINESS**

1. CIO Discussion (Dan Ross) – Dan Ross is out on vacation at this time. There was nothing reported.
2. ITAB Chair Items (Jim Roggero)
  - Jim Roggero stated that the meeting dates for the 2006 Calendar Year were listed in the agenda. He stated they would be held the same as this year, the last Wednesday of every month. Everyone should mark their calendars accordingly.
  - SAM II Data Warehouse User Group – Mary Willingham questioned as to whether this group should stay together or disband. Mary stated that there were numerous issues to address in the past, but it has progressed and matured so the need is not as great presently. The meetings consist mostly of updates only. Jim Roggero asked the ITAB if they thought this group should disband? Chris Wilkerson made a motion to discontinue this committee, Gina Hodge seconded the motion. Motion deemed approved.

**ITAB COMMITTEE UPDATES**

1. Architecture Review Committee Update (Bob Meinhardt) – Bob stated he had nothing further to report.
2. Customer Relations Management Committee Update (David Crain) – No Report.
3. Digital Media Developers Committee (Bobbie Koelling) – No Report.
4. MOTEK Update (Jeff Falter/Laura Mertens) – Jeff stated that games were removed from the computers at MOTEK. The reports were emailed out and everything is status quo and looking good.
5. Personnel Committee (Chris Wilkerson) – Chris stated that the immersion training process for their JAVA application developers is getting ready to take place. The training takes about 4 months to complete and he needs 10-14 individuals to enroll to make it cost effective. Chris stated he had 4 students, and Jim Roggero said he had 3 that would be interested. Chris then stated he would send out an email to see if he could generate any other participants. He would like for the training to take place in the September timeframe. Chris had no other report from the Personnel Committee.
6. Project Management Standing Committee Update (Paul Wright/Tom Stokes) – Paul stated that he spoke with Dan Ross, and Dan was very supportive of developing an overview of Project Management for individuals from the business executive level side. Paul then stated the committee is in the process of putting a draft together.
  - Paul then stated that changes were being made to the committee charter's content. The committee is working on creating flexibility within the charter, so the document itself isn't undergoing frequent revisions.
  - Paul also stated that a group will begin looking at the process for reviewing who has Project Management certification, and the renewal of those certifications. When more details are established, it will be brought back to the ITAB.
  - The committee is currently looking at the Best Practices document and changing some of the terminology. They want to make sure there is a method established for the vitality processes. Details are forthcoming.

**COLLABORATIVE EFFORTS**

1. User Group Coordination (Jeff Falter/Debbie Tedeschi) – Jeff reported the group is being updated and a new chair established. Everyone in the group is currently being notified and meetings are being scheduled. There should be a report for the ITAB in October.
2. Internet/MOREnet Update (Chip Byers) – Chip reported that the unix boxes and the internet were up in July. On the Internet connection, two enterprise switches were taken out to save money and there were a few slowdowns due to this. Otherwise, everything else is okay.
3. Missouri Network Management Steering Committee (Scott Willett) – No Report.
4. Statewide Purchasing Update (Gary Eggen/Karen Boeger) – Gary stated that the PC pricing has been distributed and is now available. The Printer pricing is due this week. Gary also stated he would like to thank the Infrastructure Domain Committee for developing standards on which the pricing was based. There will be a meeting August 16, 1:30pm-3:30pm in the Truman Building (Room 493), to discuss the future direction of several contracts. Everyone is invited to attend.

5. Technology Services Update (Gail Wekenborg) – Gail reported that the SDC Cap has been mailed to the members of the steering committee and ITAB. Please watch for it in the interagency mail. Roger Bisges and Gail have finalized the telecommunication rates and there is a handout available for review. The rate stayed the same or went down in every category. Gail stated there would be a savings of over \$800,000 in the next fiscal year. This information will be mailed out in the next couple of weeks.
6. MO GIS Advisory Council (Jeff Falter/Tony Spicci) – Jeff reported that they will be meeting next week with OA Purchasing to discuss statewide contracts.

#### **OPEN DISCUSSION**

1. Chris Wilkerson stated that he would like to see the Architecture Review Committee develop an executive overview for Architecture, in much the same way one is being developed for Project Management. A very short, high level overview would be the most beneficial. Bob Meinhardt thought he might have something that could be used for this purpose. The consolidation meetings could be used to develop these concepts also.
2. Budget Questions – Roger Bisges stated that there have been some phone calls from the IT Consolidated Department on what is allowed in appropriations, etc. There will be a meeting next week, and the agenda is to go through the FY06 budgeted monies and document in a template what you plan to spend from those monies, and what major projects you are working on. The template will be sent out electronically late this week or early next week. There is also discussion about the FY07 need for transfers. There will be a list going out on what needs to be transferred over sometime soon. They are looking at scheduling a meeting for next Friday.

#### **REVIEW OF ACTION ITEMS**

1. The MOTEC Committee will send out an email message seeking Java immersion training participants.
2. Everyone needs to be sure and update any websites they are responsible for, including agency websites.
3. The Architecture Review Committee will work on developing a high level overview document, for executive levels, on architecture.
4. Mary Luebbert will be asked to send out an email to all ITAB members asking for any agency using electronic signatures or online payments to contact Chris Wilkerson, via email.

#### **NEXT MEETING**

1. The next ITAB Meeting is scheduled for **Wednesday, August 31, 2005, 8:30am, at the Kirkpatrick State Information Center, Interpretive Center, 600 West Main Street, Jefferson City, MO.**

JR/wk